

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, October 13, 2014
City Hall, Room 210
4:00 p.m.

MEMBERS PRESENT: Chairperson Ald. Mark Steuer, Vice Chairperson Jacqueline Frank, Roger Retzlaff, Susan Ley, Jeanine Mead

MEMBERS ABSENT: Chris Naumann, Dave Boyce

ALSO PRESENT: Kim Flom, Ald. Dave Nennig, Ald. Tom De Wane, Wendy Townsend

The meeting was called to order by Ald. Steuer at 4:00 p.m.

1. APPROVAL OF MINUTES AND AGENDA

- a. Approve September 8, 2014 Minutes

Motion made by Jacqueline Frank to approve the September 8, 2014 Minutes, seconded by Roger Retzlaff. Three in favor, two abstentions (Mead, Ley). Motion carried.

- b. Modify and adopt agenda

Motion made by Roger Retzlaff to approve the agenda, seconded by Jacqueline Frank. All in favor. Motion carried.

2. DESIGN REVIEWS

- a. Review and discuss renovations at 826 S. Quincy

No representative appeared. Motion made by Ald. Steuer to postpone this item until next month's meeting, seconded by Susan Ley. All in favor. Motion carried.

- b. Review and discuss renovations at 112 S. Broadway

No representative appeared. Motion made by Roger Retzlaff to postpone this item until next month's meeting, seconded by Susan Ley. All in favor. Motion carried.

Discussion: The HPC noted that Jake's Pizza put up their sign before coming before the Commission. Wendy Townsend explained that the owners did not know this was required. They took down an old sign and installed the new one, which is the same size. Wendy Townsend indicated the owners have been working with Steve Grenier. He will draft a check sheet for future use to make sure things occur in the correct order.

- c. Review and discuss renovations at 235 N. Broadway

No representative appeared. Motion made by Roger Retzlaff to postpone this item until next month's meeting, seconded by Susan Ley. All in favor. Motion carried.

3. **REPORTS**

- a. Report by Chairperson Steuer on Aldermanic "Draft" letter

Ald. Steuer would like to be proactive and drafted a letter to send to the aldermen for help in locating potential historic properties in their districts. According to a map entitled "Parcel Improvements Before the Year 1962," 46 percent of the city is 50 years old, with a high percentage from Locust Street on the west all the way to Danz Avenue. There are five or six districts in this area. The aldermen could work with their neighborhood associations.

Ald. Steuer stated the HPC's goal is to continue looking into obtaining Certified Local Government status and amending the Historic Preservation Ordinance.

Kim Flom (Planning Director) stated there are a lot of options. The community she worked for in Illinois was a Certified Local Government. They have a very small local historic district with only one building on the National Historic Register. One of the planners spent 50 percent of his time serving this very small historic district. Similar to a lot of other CLGs, any improvements that needed to be made had to go through the HPC. Some general replacements of siding would only have to go through the HPC; whereas other ones would go before the Village Board a/k/a City Council.

Kim stated there is a lot of value to being a CLG, but it's important to have your resources in place. It is a lot of work including an annual report that must be submitted to the state, along with review time and expertise. One of her planners spent a good amount of his time administering the CLG and Historic Preservation Programs. However, he wasn't an architect and when new buildings came in and needed to be reviewed from an architectural standpoint, they had to hire an outside consultant to review the plans and this was charged back to the applicant.

Kim stated you definitely want a balance between historic preservation along with fostering redevelopment and economic development. If you're too strict on one end, you are going to be stifled a little bit because there are some property owners who are not going to want to go through the process. But at the same time, there are resources you want to preserve. One option is to start small and target certain areas. There is so much about

Green Bay that is historic, but it would be best to start at the grass roots level and focus on the most important buildings instead of a broad based approach.

This approach would be more cost effective. The Intensive Survey that was completed in 1988 covered the entire community and was expensive at that time. It would be a lot more expensive to do once again. This approach may get better support from the city council.

Susan Ley asked what the next step would be if the aldermen and neighborhood associations got involved. Ald. Steuer said they would have to come up with ideas and strategies. Ald. Steuer asked Kim if the current Intensive Survey could be built upon or would it need to be totally redone. Kim stated it depended upon its use – obtaining CLG status or for community reference only. Ald. Steuer said it was originally done to help get the ordinance in place. That wasn't accomplished and now may be a better time to go forward with it.

Roger Retzlaff feels the scope of the proposed letter should be refined. Wording could be: "While we possess a historic preservation ordinance, we are not a certified local government which provides more resources to the preservation of historic resources." Susan Ley suggested having the letter include purpose.

Ald. Nennig looked at the on-line Intensive Survey and asked if a map could be printed which identifies already designated properties in a particular district. Roger Retzlaff indicated the City's comprehensive plan deals with historic preservation, including analysis and recommendations. There may also be a map, but it doesn't show potential historic structures.

Ald. Nennig feels he and perhaps other council members need education on this -- what the current ordinance is, what CLG status would do for the city, and what other communities have effectively accomplished.

Susan Ley suggested sending informational materials along with the proposed letter to the alderman.

Kim Flom stated that the City of De Pere has CLG status, but they only have one designated local building. They don't look at every building and don't have authority over every home renovation that comes through. It's advisory, similar to the City of Green Bay's ordinance. Although only advisory, Kim stated you can do a lot of the things that a CLG does. What you don't have is actual approval authority. That is where you have to make sure you are balancing investment in a property and preservation of a property, because there may be a good number of properties in Green Bay that are absolutely worth

fighting for and maintaining the historical integrity, but if you put a broad blanket over it, there are going to be folks who look at it with distaste. You have to strike a balance which would then create more support.

Roger Retzlaff stated that the problem the HPC has encountered is that the ordinance asks them to promote historic preservation throughout the city, but without staff support from the city, they are not able to do this. The HPC wants to move on to the next step, but does not know how to do that. They would like input from the city on how to meet the spirit of the ordinance as it is now written. Kim stated they do not have any staff on hand who with an historic preservation background.

Jacqueline Frank likes Kim's idea of focusing on the most important properties. Right now the HPC doesn't have a lot of momentum, nor do they have much support within the community. To do this, they need to be effective first on a small scale. Susan Ley feels the problem is lack of city support.

Ald. Steuer will amend the letter and asked members to email any suggestions.

Susan Ley stated she and Michael Iwinski came up with a list of potential properties which would be a good start.

A motion to receive and place on file the proposed letter to the alderman was made by Susan Ley, seconded by Jeanine Mead. All in favor. Motion carried.

Ald. Steuer asked Kim Flom and Wendy Townsend if they would put information together which could be sent with the letter. Kim stated they should just divert to state requirements.

Note: Alderman Tom De Wane arrived at the meeting.

4. **CORRESPONDENCE:** None.

5. **CONTINUING BUSINESS**

- a. Archeological value at Fort Howard site on Larsen Green
 - i. Discussion
 - ii. Results of City Council meeting (10/07/14) on this topic

Ald. Steuer indicated there have been reports from several individuals regarding this topic, but they were not discussed at council. Ald. De Wane suggested the HPC report out, which would bring items to council for discussion.

A motion to receive and place on file was made by Ald. Steuer, seconded by Susan Ley. All in favor. Motion carried.

6. **NEW BUSINESS**

- a. Discuss the process by which one HPC member is to attend the Local History – Historic Preservation Conference (WHS) in Elkhart Lake, WI on October 24-25, 2014

Ald. Steuer indicated the HPC has \$2,000.00 in its budget. Roger Retzlaff is willing to attend the conference and he should contact Dawn Foeller in Finance. Tom De Wane suggested sending two people.

A motion to send two people to the conference was made by Ald. Steuer, seconded by Jacqueline Frank. All in favor. Motion carried.

- b. Discuss the following potential initiatives/projects for HPC members
 - Research Certified Local Government (CLG) strategies for Green Bay
 - Study other communities' historic preservation ordinances that can be utilized to set up an HPO in Green Bay
 - Study elements of the *Green Bay Intensive Survey Final Report* in order to discuss methodologies to update this document greenbaywi.gov/csa/wp-content/uploads/2014/01/Intensive-Resource-Survey-Final-Report.pdf

This item was discussed previously which includes refining the proposed letter to the alderman and neighborhood associations and sending CLG information along with the letter.

A motion was made by Roger Retzlaff to refine the letter to raise awareness of historic preservation throughout the city, seconded by Ald. Steuer. All in favor. Motion carried.

- c. Discuss possible methodologies for the institution of two new historic districts (West Side Vernacular and Navarino)

Ald. Steuer stated these are two of the oldest areas in the city. Once the letter to the aldermen is finalized, they can begin approaching the citizens. Roger Retzlaff suggested identifying historic properties in the downtown area. Ald. Nennig asked if 50 years is the date to determine potential historic properties. Roger stated it is. It was suggested breaking down properties which are 50-75 years, 75-100 years, etc.

A motion made by Roger Retzlaff to receive and place on file identifying historic properties in the West Side Vernacular, Navarino and downtown areas, seconded by Ald. Steuer. All in favor. Motion carried.

- d. Discuss purchases for the HPC (must be done by 12/31/14), such as historic books, videos, etc.

Ald. Steuer would like to purchase materials to be used by the committee and others and asked the members to keep a list of possible purchases along with the cost of each. Ald. Nennig suggested submitting the list to the purchasing department who could then charge their account. Ald. De Wane also suggested books on historic stories of Green Bay.

- e. Review September building activity report

A motion to receive and place on file was made by Roger Retzlaff, seconded by Susan Ley. All in favor. Motion carried.

- f. Review City Raze/Repair Orders and Demolitions

A motion to receive and place on file was made by Roger Retzlaff, seconded by Susan Ley. All in favor. Motion carried.

7. OTHER ANNOUNCEMENTS AND NEWS

8. NEXT MEETING DATE: November 10, 2014 at 4:00 p.m.

9. ADJOURNMENT

A motion to adjourn was made by Roger Retzlaff, seconded by Susan Ley. All in favor. Motion carried.